Sealed Quotations are invited for supply of Photocopy Machine as per the details given in Annexure ‘A’ for the use of officials of Institute. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format duly stamped and signed and dated on each page. Details/supporting documents alongwith brochure attached with the quotation should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

2. The sealed quotations duly superscribed, “Quotation for Supply, Installation and Commissioning of Photocopy Machines” due on February 10, 2014”, should be addressed by name to Shri Sutanu Sinha, Chief Executive, the ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute’s Headquarter & should reach on or before February 10, 2014 by 3:00 PM.

Address:
Shri Sutanu Sinha,
Chief Executive
The Institute of Company Secretaries of India
ICSI House, 22, (IIIRD Floor: Tender Box)
Institutional Area, Lodi Road
New Delhi-110003

3. Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

4. The quotations shall be opened on February 11, 2014 at 11:00 AM in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.

5. The tenderers are required to deposit an earnest money of Rs. 15,000/- (Rupees Fifteen Thousand only) for supply, installation and commissioning of Photocopy Machines by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. The quotation not accompanied with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party. EMD amount of the successful tenderer will be refunded without any interest/bank commission/collection charges after the order has been executed successfully and payment to the vendor for the procurement has been settled as per the terms and conditions of the purchase order.
6. Items tendered should confirm to the specifications mentioned in the enclosed Annexure ‘A’ which may be inspected at the Institute.

7. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initiated, otherwise the quotation / proposal is liable to be rejected.

8. Delivery of the goods is be made at Lodi Road, New Delhi and C -37, Sector 62, Noida. The vendor has to make his own arrangements to deliver the material at New Delhi.

9. Goods found defective / not in accordance with specifications will have to be replaced at supplier’s cost. In case supplier fails to do same within time frame provided by Institute, the Institute shall be constrained to go for open market and shall be at liberty to recover the differential cost from supplier.

10. Prices quoted should be FOR Institute premises and should be inclusive of all charges viz i.e. labour and material component, taxes, forwarding, packing charges and octroi etc.

11. The Contractor will quote the rates considering the prevailing taxes. Institute being a statutory body does not have any LST or CST number and no way will bill form (Form-32) be issued in this regard. TDS and DVAT / WCT will be deducted from the running bill of the contractor at the prevailing rate.

12. GENERAL:

(a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

(b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned

(c) For any details / clarifications, Shri Ajay Sharma, Administrative Officer, (011 - 4534 10 54) may be contacted.

Date: January 31, 2013

(B PRADHAN)
Joint Director
Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item Name/Specification</th>
<th>Compliance (Yes/No)</th>
<th>Proposed Make, Model, Configuration of the machine with all details</th>
<th>Unit of Measurement</th>
<th>Qty. Req'd (In Nos.)</th>
<th>Unit Rate (In Rs.)</th>
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<tbody>
<tr>
<td></td>
<td><strong>Photocopy Machine with Black &amp; White Printer, Copier &amp; Colour Scanner</strong></td>
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<td>1.</td>
<td>Speed - 35 PPM</td>
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<td>2.</td>
<td>Print Memory - 1 GB RAM</td>
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<td>3.</td>
<td>Hard Disk - 160 GB</td>
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<td>4.</td>
<td>Paper Handling - Duplex Automatic Document Feeder with 100 sheets capacity of A5 to A3 Paper Size</td>
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<td>5.</td>
<td>Duty Cycle - 33,000/ Month</td>
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<td>6.</td>
<td>Life: 20 Lacs Copies/ Prints or 5 Years whichever is earlier</td>
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<td>7.</td>
<td>Automatic Voltage Stabilizer</td>
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<td>8.</td>
<td>Per Click Cost including Toner / Drum / Service and Spare parts etc.</td>
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<td>9.</td>
<td>Buy back for 25 PPM Mono, A3 Copier</td>
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**Terms and Conditions:**

Delivery Period Days:

Validity of Offer:

Payment Terms:

Any Other Terms: (Please Specify)

Date: Name and Signature of Bidder with Mobile Number